



**EMBASSY OF THE UNITED STATES OF AMERICA**  
**Position Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-12-08**

<b><u>OPEN TO</u></b>	All interested and qualified candidates Current mission employees serving a probationary period are not eligible to apply.
<b><u>POSITION</u></b>	<b>Chauffeur/Mail Clerk</b>
<b><u>OPENING DATE</u></b>	Monday: February 27, 2012
<b><u>CLOSING DATE</u></b>	Monday: March 12, 2012
<b><u>WORK HOURS</u></b>	Full-time; 48 hour workweek
<b><u>GRADE/SALARY</u></b>	FSN-4 /9,604.00 USD

**ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN**

The U.S. Embassy in Khartoum, Sudan is seeking qualified individuals for the position of **Chauffeur/Mail Clerk** at the Regional Affairs Office.

**BASIC FUNCTION OF POSITION**

Operates vehicle to transport RAO Chief of Section and/or Section Officials. Receives direct supervision from the RAO Management Officer. Performs as office Clerk by distributing mail and photocopying.

**QUALIFICATIONS (REQUIRED)**

**Applicants must meet ALL of the following criteria to be considered for employment**

**1. Education:**

Successful completion of Secondary School is required.

**2. Work Experience:**

6 months experience as Chauffeur is required; One year of general office and file experience is required.

**3. Language Proficiency (Applicants Will be tested as applicable):**

English: Level III (Good working knowledge)  
Arabic: Level IV (Fluent)

**4. Skills and Abilities:**

- Must have a valid driver's license applicable to all types and sizes of vehicles.
- Must have an in-depth knowledge of the city and various locations.
- Must be able to translate verbally from English to Arabic and vice versa.
- Must have an ability to follow instructions, and be reliable in attendance and performance.

**SELECTION CRITERIA**

- Applicants must be eligible for employment under local labor law, i.e. must have a valid Sudanese work permit if applicable.
- Management will consider nepotism, conflict of interest, budget, and visa status in determining candidacy.

- Selected candidates must pass a pre-employment medical and security clearance prior to an offer of employment.
- When fully qualified, U.S. Citizens and U.S. Veterans are given preference.

**TO APPLY**

**All applicants must submit the following:**

1. DS-174, Application for Employment available at the U.S. Embassy website [http://sudan.usembassy.gov/job\\_opportunities.html](http://sudan.usembassy.gov/job_opportunities.html), "Job Opportunities".
  - **ONLY Application Form DS-174 will be accepted.**
  - **DO NOT attach any additional documents.**
  - **Applications submitted on any other form, or with attachments, will NOT be considered.**
2. Completed applications must be received on or before 04:30 PM on the closing date.
  - Applications received after the closing date will not be considered.
3. Applications may be submitted as follows:
  - E-mail: [KhartoumHRAApplications@state.gov](mailto:KhartoumHRAApplications@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).
  - By Hand: Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan. . Application box outside Consular Entrance.
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.